

Rules of Operation Northeast Extension Directors

Voted & adopted on: July 13, 2010

ARTICLE I – Name

The name of this organization shall be the Northeast Extension Directors (NEED), hereinafter called NEED, which is established in conformity with the by-laws of the Association of Public and Land -grant Universities (APLU).

ARTICLE II – Membership

Those invited to be members of NEED include the Extension Directors (or their designee) from the following 1862 and 1890 Land-grant institutions in the Northeast Region:

- 1890 Cornell University
- 1890 Delaware State University (*ex officio* member)
- Rutgers, The State University of New Jersey
- The Pennsylvania State University
- University of Connecticut
- University of Delaware
- University of the District of Columbia
- University of Maine
- University of Maryland, College Park
- 1890 University of Maryland Eastern Shore (*ex officio* member)
- University of Massachusetts, Amherst
- University of New Hampshire
- University of Rhode Island
- University of Vermont
- West Virginia University
- 1890 West Virginia State University (*ex officio* member)

The official members of NEED are those who have paid their annual Executive Director assessment in full. The Northeast Region U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) official (or his/her designee) and the NE Executive Director shall be *ex-officio*, non-voting members of NEED. The 1890 Land-Grant Institutions are also *ex-officio* members but included due to their geographic location, although it is recognized that their assessments are paid to the 1890 Region.

ARTICLE III – Purposes

The purposes of NEED include, but are not limited to, the following:

- Represents the member Cooperative Extension Directors/Administrators of the states in their collective dealings.
- Provides a forum for consensus among members, and represents and provides service to the individual member Cooperative Extension Directors and Administrators on matters of regional, national and international concern.
- Plans and develops programs that expand the quality and effectiveness of member Cooperative Extension programs and their impact.
- Provides recognition and awards for member institutions and affiliated staff and faculty members.
- May contract for services of an Executive Director or other personnel to carry out multi-state, regional and NEED initiatives.
- May collect and disburse dues or assessments, enter into agreements or contracts with cooperators and/or granting agencies as agreed upon by NEED members.
- Elects members to, and participates with, standing and *ad hoc* committees of NEED and other regional Associations in developing and conducting regional initiatives for members.
- Functions as the regional linkage to APLU, Extension Committee on Organization and Policy (ECOP) and the U.S. Department of Agriculture and other agencies and groups of interest to the Northeast region.

NEED (1) elects members to ECOP¹, (2) may formally exchange information between the regional and national levels via input to the Section or ECOP, and (3) is the normal channel for Directors/Administrators of state Cooperative Extension in the Northeast Region to engage the Board on Agriculture Assembly via the Section or ECOP. On matters to be ratified by, reported to, or recommended to APLU the consensus of NEED members shall be conveyed to the chair of ECOP (who is also the chair of the Extension Section) by the chair of NEED, the Northeast Region ECOP members, or the NE Executive Director.

¹ When combined, the five Regional Associations make up the Cooperative Extension Section, Board on Agriculture Assembly of APLU. The Extension Committee on Organization and Policy (ECOP) acts on behalf of the Section, functioning in most ways as an Executive Committee of the Section.

NEED members shall conduct its affairs in conformance with the Rules of Operation of the Cooperative Extension Section and APLU. The procedural details of the operation of NEED may be amended by a simple majority vote of members at any meeting where a quorum attends.

ARTICLE IV – Meetings

Face to face meetings may be held as determined by NEED or at the call of the Chair, but no less frequently than twice per year. A minimum of nine monthly conference calls will be scheduled.

ARTICLE V – Officers and Committee Assignments

A. Officers

The officers of NEED shall be the Chair, Chair-elect/Secretary each serving a one-year term that begins at the conclusion of the annual meeting of the APLU and ends at the same time the following year.

B. Elections

The officers, committee members and liaisons are Directors/Administrators who are members of NEED. The incoming Chair is a rotational position based on the alphabetized listing of institutions, refer to page one. A state can elect to defer for a term under extenuating circumstances. The new chair assumes responsibility at the APLU meeting. The Chair-elect/Secretary is the state next in the rotation to assume the Chair role. In the event the Chair-elect/Secretary, a committee member or liaison resigns or is otherwise unable to serve, the Chair, in consultation with the remaining members of the Executive Committee shall make an appointment to fill the unexpired term. If the Chair resigns or is unable to serve, the Chair-elect/Secretary automatically becomes the Chair and also serves his/her full term. If the Chair-elect/Secretary is unable or unwilling to take over the Chair role early; the Executive Committee shall make an appointment to fill the unexpired Chair term.

C. Duties

The Chair shall preside at business meetings of NEED, at meetings of its Executive Committee and on all other occasions where the head of the organization is to be recognized. S/he is the chief executive officer of NEED. The Chair provides written notice of official meetings and an agenda prior to each meeting. The Chair acts on behalf of NEED in taking interim actions between meetings, with the advice and consent of the Executive Committee on matters of policy and precedent. The Chair shall appoint members to other committees.

The Chair-Elect/Secretary shall serve as Vice-Chair and undertake such duties as the Chair prescribes. S/he shall preside in the absence of the Chair. S/he shall be responsible for taking and distributing the official minutes of the meetings and facilitating communication among the

members and the officers. S/he serves as the Secretary of NEED and of the Executive Committee.

Committee members and liaisons shall participate in and represent NEED at the assigned committee's meetings. S/he shall be responsible for reporting meeting outcomes and actions to NEED at least once annually.

ARTICLE VI – Executive Committee

The Executive Committee shall be comprised of the Chair, Chair-elect/Secretary, immediate Past Chair, the Northeast representative to the ECOP Executive Sub-committee and, as a non-voting *ex-officio* member, the NE Executive Director. The Executive Committee, through the Chair, executes the established programs such as the awards program, initiatives and provides oversight for the activities of NEED.

ARTICLE VII – Voting

One vote is cast by each member institution whose NEED assessment is paid in full.

ARTICLE VIII – Quorum

For purposes of doing business of NEED, a quorum shall consist of a minimum of fifty percent of NEED members or their designee, who attend any duly called meeting. A duly called meeting requires that written notice and a meeting agenda be set out in advance of the meeting. A simple majority of members attending the meeting resolves all issues.

ARTICLE IX – Parliamentary Authority

The emphasis in all meetings shall be an orderly process to achieve an objective decision by those members present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

ARTICLE X – Repository of Documents

The NE Executive Director's office will create and maintain a web site which will serve as a repository of documents for NEED.

ARTICLE XI – Amendment of Rules of Operation

These Rules of Operation may be amended at any business meeting of NEED, provided the proposed amendment has been made available to all members at least one month in advance of the meeting and is passed by a simple majority (51%) of the membership.

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